

Carroll County Public Library  
Board of Trustees Meeting  
Taneytown Library  
April 25, 2018  
Minutes

Ms. Picker shared information on the activities slideshow.

**1. Roll Call and Declaration of Quorum**

Ms. Campanella called the meeting to order at 7:11 p.m. and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith
Joyce Muller	David Peloquin	Cynthia Piazza
Karen Soisson		

Staff Present:

Jillian Dittrich	Tony Eckard	Kayla King	Lisa Picker
Muffie Smith	Dorothy Stoltz	Stephanie Szymanski	Joe Thompson
Lynn Wheeler			

Also Present: Ted Zaleski, Director of Carroll County Management & Budget

**2. Minutes of March 28, 2018**

*Ms. Muller moved to approve the Minutes of March 28, 2018. Ms. Piazza seconded. Approval was unanimous.*

Ms. Campanella read the following statement: On March 28, 2018 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:15 p.m.

**3. Financial Statement**

Mr. Eckard reported on the Financial Statement ended March 31, 2018. Cash balances are at \$1.3 million, which is on pace with this time last year. Revenues are \$129,365 ahead of budget. When carryover is backed out, revenues are \$66,727 ahead of budget. Year to date fines are \$44,865 behind the FY 17 pace but near the budgeted number. Publicity supplies are overspent by \$12,000 FY 17. Grant activity is normal. Passport activity was robust in March. There was a short discussion about other government type activities we could take on to earn revenue.

In response to Mr. Peloquin's request for information on interest earnings, Mr. Eckard said interest income is earned on \$911,000 in a BB&T account at 1.55%, which mirrors the interest rate offered by the MLGIP and is a good rate for funds that are completely liquid. Mr. Peloquin suggested using CDs because interest rates are currently at 2.6% to 2.75% on \$500,000.

Penalties for withdrawals from CDs are only a loss of interest, not principle. The Board thanked Mr. Eckard for the report.

#### **4. Correspondence and Announcements**

There was no correspondence or announcements.

#### **5. Citizens Time**

Ms. Campanella invited Mr. Zaleski to speak to the Board. Ms. Wheeler thanked Mr. Zaleski for interviewing the three Battle of the Books authors on April 18. He talked about his preparation for that panel interview and how he approached an interview with Baltimore author Laura Lipmann on her new book *Sunburn*, at A Likely Story Bookstore. He noted the upcoming African American tour of the County that includes lunch at White Rock Church, which serves wonderful meals every other weekend.

The Commissioners have finished their work on the proposed FY 19 budget. Pressure points are the additional \$4 million for salary increases for the sheriff and the addition of school resource officers, at a time when we are not sure how the changes to income tax implemented by the State, to offset Federal tax changes, could affect County revenue. Also, businesses could restructure their tax reporting in response to changes in the tax law. This could cause further sustainability pressures for the County budget.

Mr. Zaleski's upcoming community budget presentations will be held at library branches. He thanked the staff for always having the meeting room and AV set up for these meetings. Proposed budget books will be in library branches by Monday, April 30.

The Board thanked Mr. Zaleski for the information and he then left the meeting.

#### **6. Director's Report**

Ms. Wheeler reviewed the Director's Report. At the end of March, circulation for the year is down 2.6%. Some of the 7.3% drop in circulation in March was due to the half day closing on 3/20 and the full day closing on 3/21, due to snow. Eldersburg was closed an additional 3.5 days due to an extensive power outage caused by high winds. Visits are at 739,585 for the year. Streaming of audio and downloading of EBooks and audio were up in March; however, streaming of video and music were down due to borrowing limits we had to put on Hoopla borrowers in order to stay within budget. Next year we should have more funds for materials. Through April 22, Sunday circulation is at 76,742 with 44,407 visits. The busiest branches are Eldersburg, Westminster and Mt. Airy in that order.

Ms. Wheeler thanked Board members for attending Battle of the Books events which have been handled magnificently by staff. She also thanked Ms. Picker and her team for a great job on the Battle of the Books author event.

Thanks to Kathleen Campanella, Bill Bates, and Karen Soisson for joining us for the Economic Outlook Breakfast with Anirban Basu on March 29. He spoke adamantly about the opportunity

to transform Main Street Westminster into a travel destination. We hope this is perfect timing for Exploration Commons buzz.

We had an outstanding Celebrating America author event with Jennifer Pharr Davis at the Mt. Airy Branch on April 16. Ms. Davis held the audience spellbound with her adventures hiking on the Appalachian Trail. The Mary Lou Dewey Park was the main stage for the Wine Stroll on Sunday evening, April 22. Thousands of people packed the park and Main Street on a perfect evening to hear the *Reagan Years* band. The audience was delighted to have access to the library during the wine stroll.

Upcoming events include: MD Humanities anniversary luncheon on May 16, let staff know if you would like to attend; a speaker on the history of the Hindenburg, arranged by Dorothy Stoltz, at Fairhaven Integrate on May 22; Carroll One Book African American Heritage Bus Tour on Saturday, June 2, the cost is \$10 and includes a meal at the White Rock Church.

### **7a. Taneytown Branch Report**

Ms. Campanella thanked Ms. Dittrich for welcoming the Board to the Taneytown Branch. Ms. Wheeler noted that Ms. Dittrich created the word list for the Literacy Council's Spelling Bee. She is also a LATI (Library Associate Training Institute) presenter. Ms. Dittrich used CCPL's Core Values to report on activities at the branch this past year. There were over 500 programs at Taneytown that 'inspired curiosity.' "Embrace challenges and learn from mistakes" - with circulation going down, Miss Dittrich had a goal to move/highlight areas of the collection to encourage more circulation. Shelving reconfiguration was done by Tom Sheets and Bob Kuntz. Staff have noticed that the new books are being checked out more. Staff member Melissa Morrison's LATI project is to create an after school program for the Taneytown community. She is working with McDaniel College and finding partners in hopes to offer it once a week. Branch partnerships include the Literacy Council and Human Services Program. Both organizations use library space to meet with clients, tutors, etc. The branch hosted a panel of five local women mystery authors program which was well attended. Staff participated in Taneytown's National Night Out, Harvest Fest, the Maker Fair at Northwest Middle School, the holiday of trees, and gave book talks at schools. Ms. Dittrich received thanks from John Witiak for helping him connect to fellow writers. The group formed "The Old Dudes" and wrote an old fashioned radio show that they performed at Carroll Vista to great acclaim. A newspaper article about it was picked up by the AP. The Board thanked Ms. Dittrich for the report.

### **8a. Staff Handbook**

Muffie Smith presented additional revisions to the staff handbook. The staff was instructed to review the updated handbook, which resulted in a few suggestions for change. These include wording changes from gender identification to gender identity. Ms. Griffith asked if the County Attorney's office was in agreement with the change in wording, since this is not how the law is written. Ms. Smith said the revised wording was approved by the County Attorney.

A note was added to Meal and Break periods to reflect that staff under the age of 18 are required by Maryland law to take a 30-minute unpaid break for every five hours worked. The voting

section was reworded to include up to one hour of time for voting approved by the Board. The paragraph on tuition assistance for academic study was also slightly revised.

Ms. Smith reviewed the Sick and Safe Leave language incorporated into the sick leave policy in the handbook.

#### **8b. Exploration Commons Update**

Ms. Wheeler thanked Kathleen and Vince Campanella for joining her and Tony Eckard in a meeting with Chris Ruppert from BB&T and Commissioner Dennis Frazier to discuss loan scenarios for Exploration Commons for construction costs during fundraising. Ms. Wheeler shared the briefing paper, power point and funding chart staff developed to take to the Commissioners. She reported that presentation had been postponed. Staff will work on rescheduling. Mr. Eckard walked the Board through the funding chart created to illustrate timeframe for spending, loan needs, fundraising, and loan repayment, including estimated interest we would have to pay on a \$1 million loan. There was discussion about grant applications being prepared to contribute to the fundraising efforts. We are planning to apply for State tax credits if/when they are available. Staff will also be putting together the Phase 3 FY 20 State Capital grant request for the project, which will be approximately \$650,000.

Staff will be attending the hearing on 4/26 with County Building Construction and Purchasing staff to request Commissioners' approval for the architect. Should approval be given, Ms. Wheeler shared a proposed press release that will announce the architect and a \$50,000 gift from Sharon Hafner Yingling and John Yingling. Ms. Wheeler asked the Board for a vote to approve the press release.

With assistance from Missie Wilcox the Naming Opportunities document was revised to include a premiere donor wall for \$1,000, \$5,000 and \$10,000 gifts. A proposed naming gift agreement was reviewed by the Board. Ms. Wheeler asked Board members to review the document. She will take it to the County Attorney. She thanked Mr. Peloquin for his advice on another piece that is being developed to assist donors in how new income tax changes may apply to their tax situations.

*Ms. Griffith moved to allow the staff to work with the architect for Exploration Commons at 50 East to develop and submit the State Capital Grant application, the grant request will be approximately \$650,000. Mr. Peloquin seconded. Approval was unanimous.*

*Ms. Muller moved to approve the press release regarding the Yingling gift, and naming of the architect. Ms. Piazza seconded. Approval was unanimous.*

Ms. Muller suggested sending a thank you letter to the Yinglings from the Board. She agreed to develop a draft letter.

Ms. Wheeler announced that Bernie Vogel the owner of JeannieBird Bakery in Westminster has agreed to be part of the fundraising committee. He will host a series of six events at the bakery to raise awareness of the project. These Dessert and Discourse events will feature thought-

leaders in the area of making. There was discussion about pricing for the event, possible speakers, and the target audience.

### **9a. Executive Director Search**

Ms. Wheeler reviewed information on the executive director search. Staff will post the ad. Applications received by May 23 will receive first consideration. Staff will create an online conveyance to give Board members electronic access to applications and resumes as they are received. The timetable for the process was approved: resume review - June 11; first round of interviews - June 27 and June 30; second round of interviews - July 23; offer the position - August 3; start date - November 12. Ms. Griffith asked about doing a blind-style review that would be good way to fight any biases. There was discussion about the suggestion.

Ms. Wheeler shared the proposed short ad, job description and brochure about Carroll County, CCPL and the Executive Director position.

### **9b. Display Case Policy**

Mr. Thompson reviewed proposed changes to the Policy for Community Postings, which adds display cases and artwork exhibit space to the policy. Ms. Wheeler explained that a candidate for election booked display cases at all branches for writing contest entries. We want to update our policy to parallel our posting policy which states no campaign material can be included. Mr. Thompson reviewed revisions to the policy. Applicable to postings, display case and art work is the section on items that cannot be displayed, including in the new section content which cannot be displayed, includes items not related to the library and its mission, advocating of illegal activity, personal attacks, offensive and or inflammatory language, infringements on copyrights or trademarks and confidential and private information. Mr. Peloquin asked how a serial posting abuser is determined. Ms. Picker noted this applies to social media and gives staff control if it becomes a problem.

The purpose of display and artwork exhibit space is to display creative works and collections of informational, historical, or cultural interest. Artwork exhibit space helps local and regional artists expand their public exposure. Artwork exhibit space is not available at all branches and not at all times. A customer interested in developing a display for display case or artwork exhibit space will need to fill out a Display Case, Exhibits, and Artwork Application Form, which will be linked to the policy. Prices and contact information may be placed with exhibited artwork but library staff will not sell or hold money related to the sale of exhibited art.

***Ms. Muller moved to approve the Policy for Community Postings, Display Cases, and Artwork Exhibit Space. Mr. Bates seconded. Approval was unanimous.***

Ms. Campanella shared the photo and article from the *Carroll County Times* on Ms. Wheeler's upcoming retirement.

**10. Adjournment**

*Ms. Soisson moved to adjourn the meeting. Ms. Piazza seconded. Approval was unanimous.*

The meeting adjourned at 9:48 p.m.

Kathleen Campanella

President